



STATE DEPARTMENT OF EDUCATION

P.O BOX 83720
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

MEMORANDUM OF AGREEMENT for Criminal History Check Website Use

NOTE: Public Schools (including Charter Schools). Private/Parochial Schools and Bus Companies are all considered **SCHOOL DISTRICTS** for the purpose of this Memorandum of Agreement.

The purpose of the website is to provide criminal history check information for the use of public school districts (including charter schools), private/parochial schools and bus companies to review the individual solely for the purpose of determining whether the individual has been convicted of a criminal offense that might be detrimental to the welfare of children or prohibit the user, under state law or district policy, from employment.

STATE DEPARTMENT OF EDUCATION RESPONSIBILITY:

When the original agreement is signed and returned to the State Department of Education Background Records Office, the State Department of Education will issue a district password for the criminal history check website that will become available to the superintendent or designee in the below named district.

DISTRICT RESPONSIBILITY:

School district Name _____ District Number _____
hereinafter referred to as "district," by and through the undersigned, in consideration for the right to use the Criminal History Check website, compiled and maintained by the Idaho State Department of Education, hereby agrees as follows:

1. To maintain the security and confidentiality for the website, the district is responsible for maintaining the security of the website **PASSWORD**.
2. That the district **shall** maintain security and confidentiality of **INFORMATION** obtained from this website and **shall not** use the information obtained from the website for any purpose other than screening employees, including substitute teachers.
3. According to Idaho code 33-512 (15), it is the district's responsibility to ensure that the employee "shall obtain the history check within three (3) months of employment..." To ensure compliance with Idaho code, it is the district responsibility to notify the State Department of Education Background Records Office if the criminal history check results have not been posted on the website in a timely manner.

DATED this _____ day of _____, 20_____

Superintendent _____ Chairman/Designee _____
Board of Trustees